AN AASIS SUPPORT CENTER TRAINING GUIDE

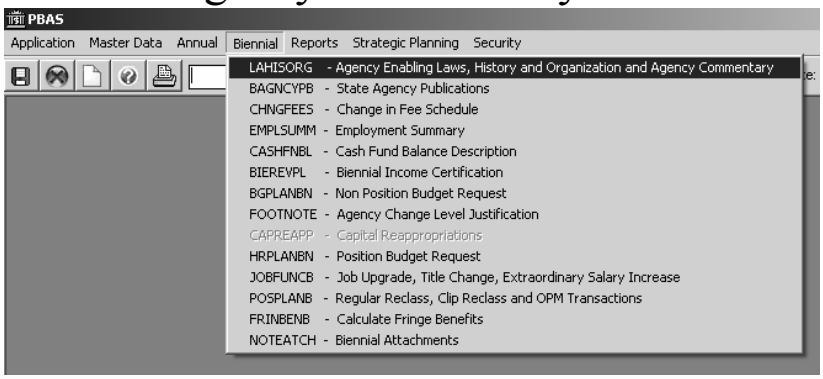
PBAS Biennial Budgeting Documentation

AASIS Support Center
April 2006

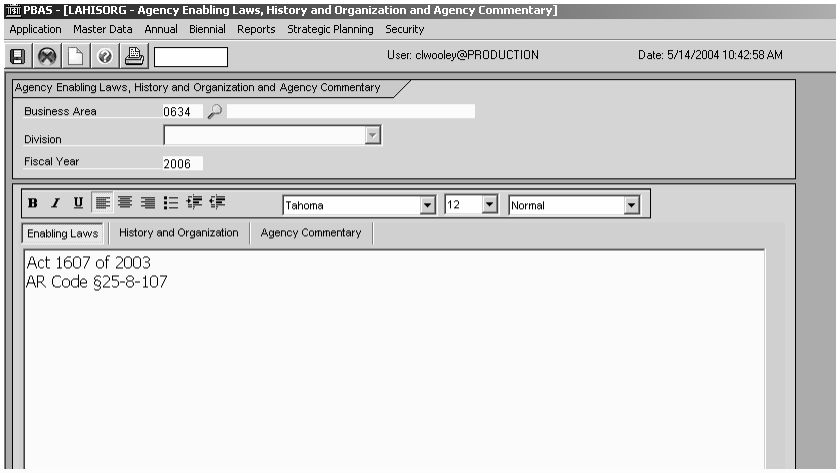
Agency Enabling Laws
History and Organization
Agency Commentary

- This screen has three tabs, one for enabling laws, one for history and organization, and one for agency commentary.
- The information on these screens was copied from the PBAS screens for the last biennium.
- You will review and edit the information that is already in PBAS.

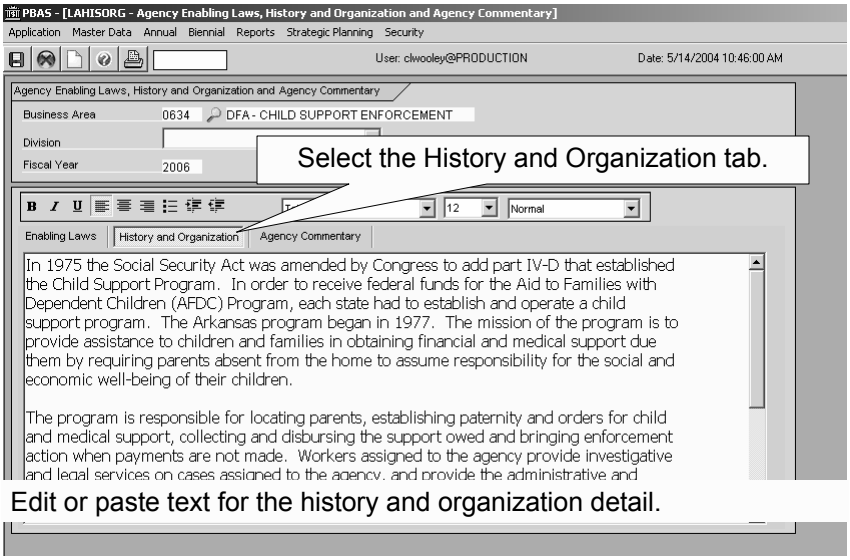
Agency Enabling Laws
History and Organization
Agency Commentary

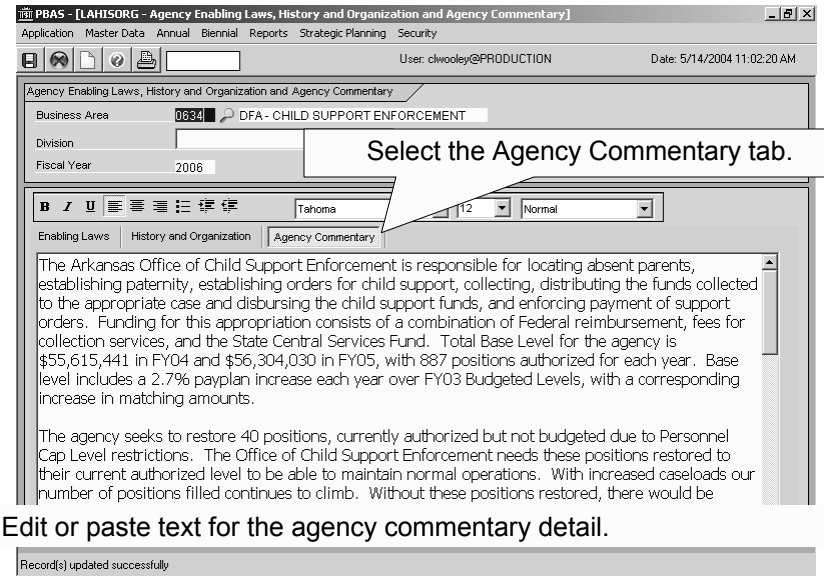


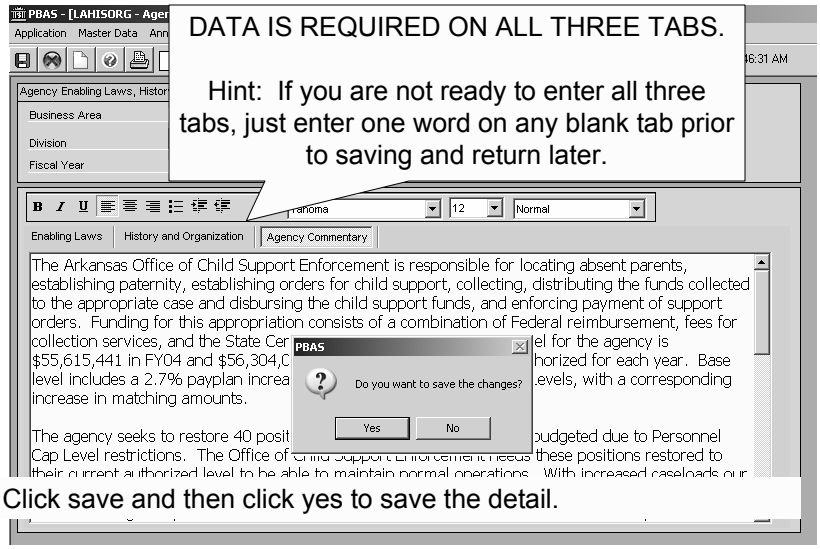
From the menu, choose Biennial and select LAHISORG—Agency Enabling Laws, History and Organization and Agency Commentary.



Enter the business area and fiscal year 2008. Select the Enabling Laws tab. Edit the agency's appropriation acts and enabling laws on this tab.

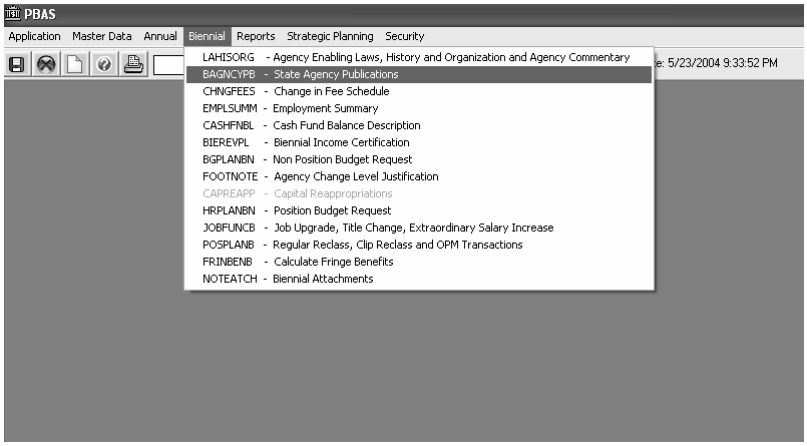

PBAS - [LAHISORG - Agency Enabling Laws, History and Organization and Agency Commentary]
Application Master Data Annual Biennial Reports Strategic Planning Security
User: clwooley@PRODUCTION
Date: 5/14/2004 10:46:00 AM
Agency Enabling Laws, History and Organization and Agency Commentary
Business Area 0634 DFA - CHILD SUPPORT ENFORCEMENT
Division
Fiscal Year 2006
Select the History and Organization tab.
12
Normal
Enabling Laws
History and Organization
Agency Commentary
In 1975 the Social Security Act was amended by Congress to add part IV-D that established the Child Support Program. In order to receive federal funds for the Aid to Families with Dependent Children (AFDC) Program, each state had to establish and operate a child support program. The Arkansas program began in 1977. The mission of the program is to provide assistance to children and families in obtaining financial and medical support due them by requiring parents absent from the home to assume responsibility for the social and economic well-being of their children.
The program is responsible for locating parents, establishing paternity and orders for child and medical support, collecting and disbursing the support owed and bringing enforcement action when payments are not made. Workers assigned to the agency provide investigative
Edit or paste text for the history and organization detail.


PBAS - [LAHISORG - Agency Enabling Laws, History and Organization and Agency Commentary]
Application Master Data Annual Biennial Reports Strategic Planning Security
User: clwooley@PRODUCTION
Date: 5/14/2004 11:02:20 AM
Agency Enabling Laws, History and Organization and Agency Commentary
Business Area 0634 DFA - CHILD SUPPORT ENFORCEMENT
Division
Fiscal Year 2006
Select the Agency Commentary tab.
Tahoma
12
Normal
Enabling Laws
History and Organization
Agency Commentary
The Arkansas Office of Child Support Enforcement is responsible for locating absent parents, establishing paternity, establishing orders for child support, collecting, distributing the funds collected to the appropriate case and disbursing the child support funds, and enforcing payment of support orders. Funding for this appropriation consists of a combination of Federal reimbursement, fees for collection services, and the State Central Services Fund. Total Base Level for the agency is $55,615,441 in FY04 and $56,304,030 in FY05, with 887 positions authorized for each year. Base level includes a 2.7% payplan increase each year over FY03 Budgeted Levels, with a corresponding increase in matching amounts.
The agency seeks to restore 40 positions, currently authorized but not budgeted due to Personnel Cap Level restrictions. The Office of Child Support Enforcement needs these positions restored to their current authorized level to be able to maintain normal operations. With increased caseloads our number of positions filled continues to climb. Without these positions restored, there would be
Edit or paste text for the agency commentary detail.
Record(s) updated successfully

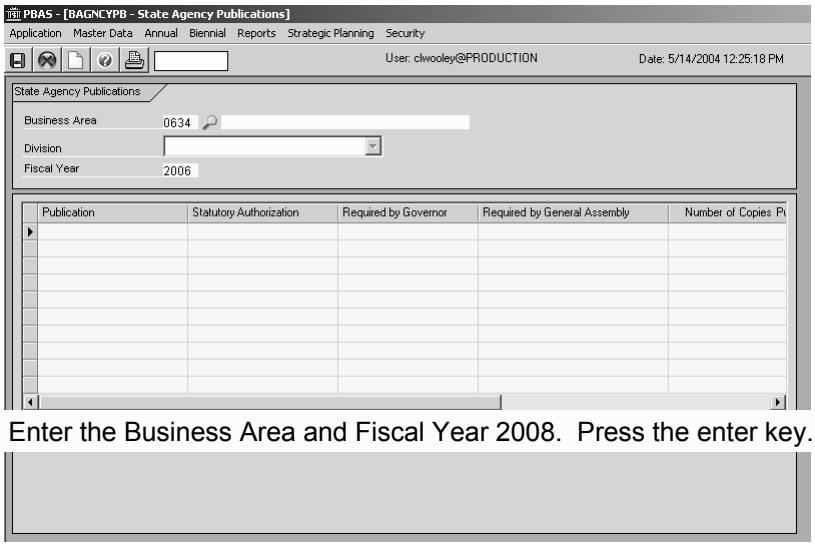


Click save and then click yes to save the detail.

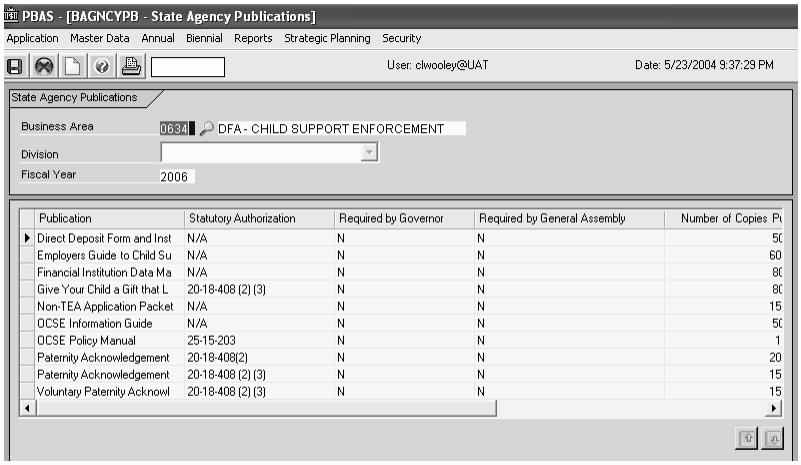
State Agency Publications



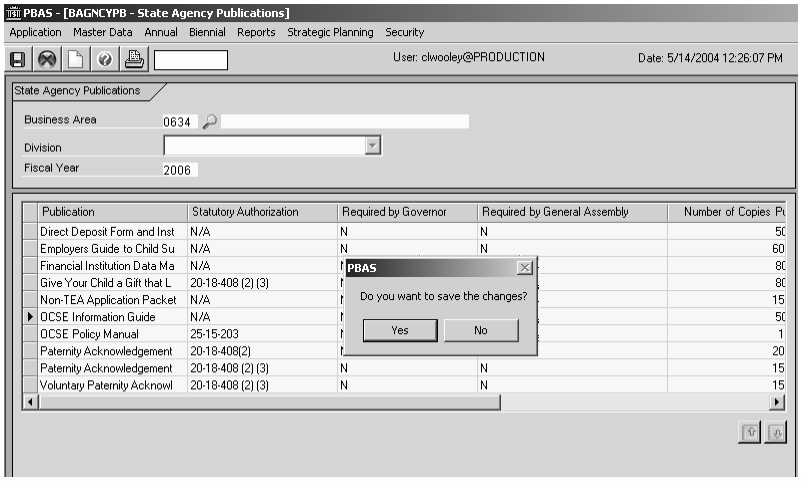
From the menu, choose Biennial and select BAGNCYPB -- State Agency Publications.



Enter the Business Area and Fiscal Year 2008. Press the enter key.

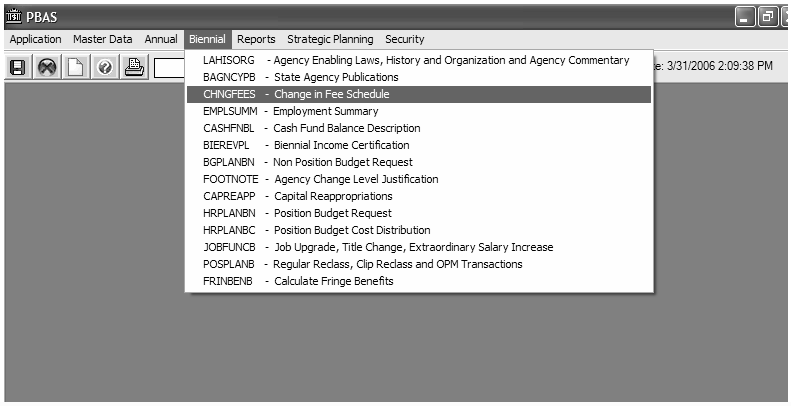


Data entered from the FY07 Annual Plan will be displayed. Update this information if necessary.

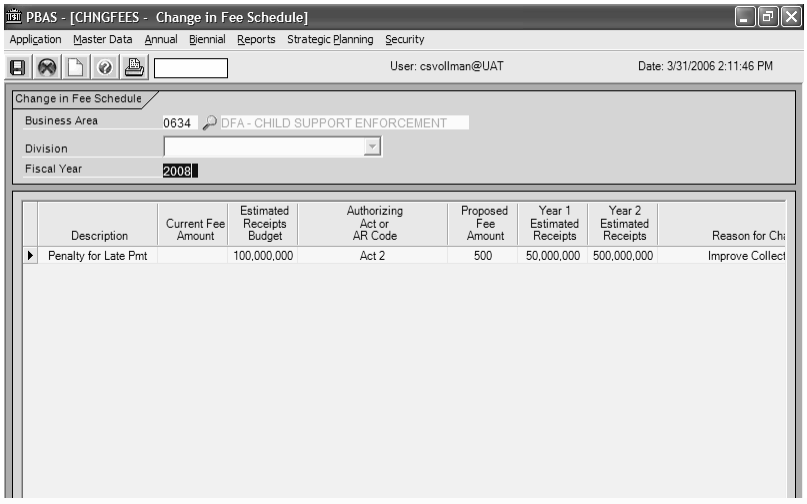


When all information is correct, click the save icon and then click Yes to save the detail.

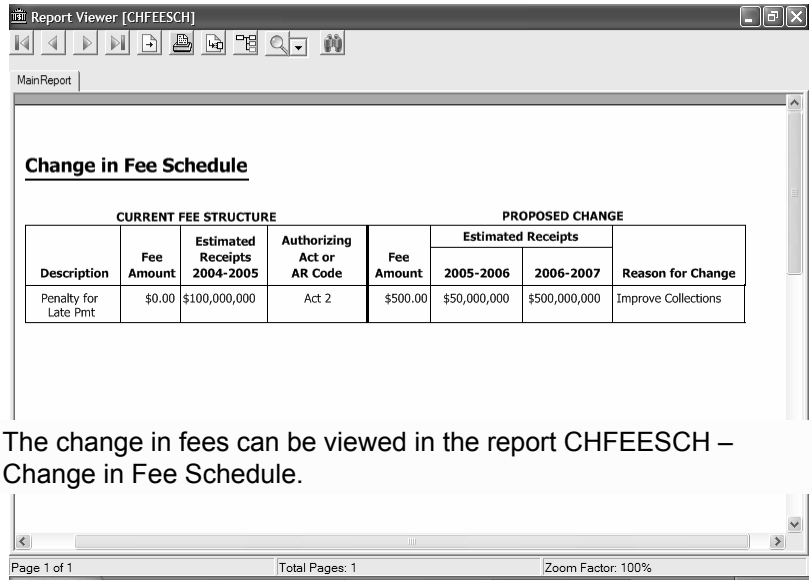
Change in Fee Schedule



Select Biennial from menu
Click CHNGFEES – Change in Fee Schedule

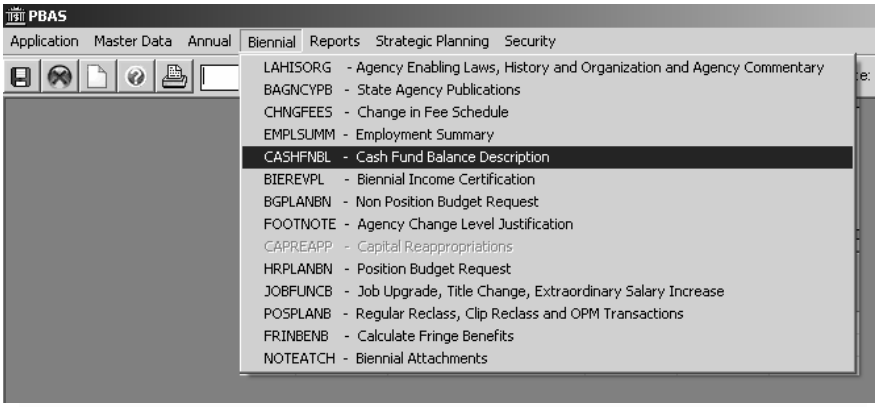


Enter Description, Current Fee Amount, Estimated Receipts Budget, Authorizing Act, Proposed Fee Amount, Estimated Receipts and Reason for Change.

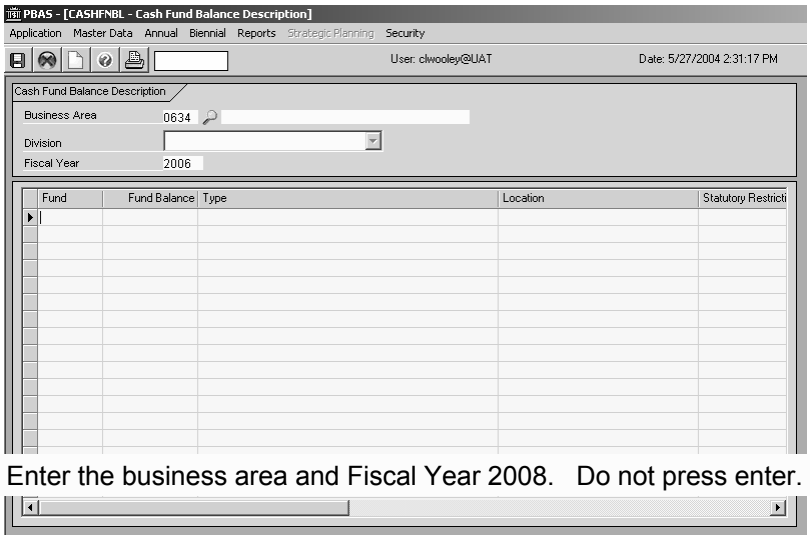


The change in fees can be viewed in the report CHFEESCH – Change in Fee Schedule.

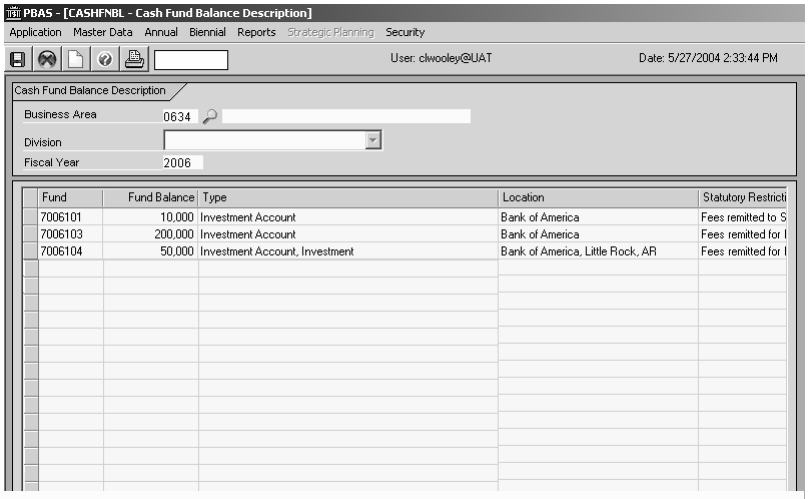
Cash Fund Balance Description



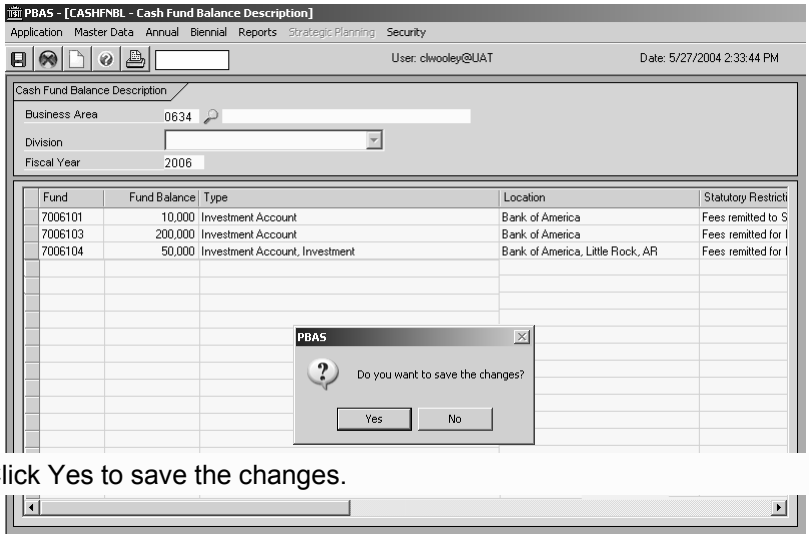
Select Biennial from menu
Click CASHFNBL – Cash Fund Balance Description.



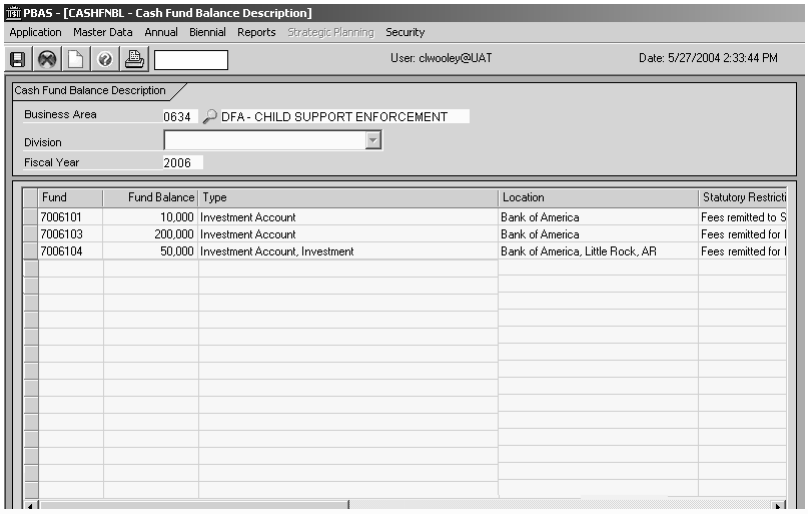
Enter the business area and Fiscal Year 2008. Do not press enter.



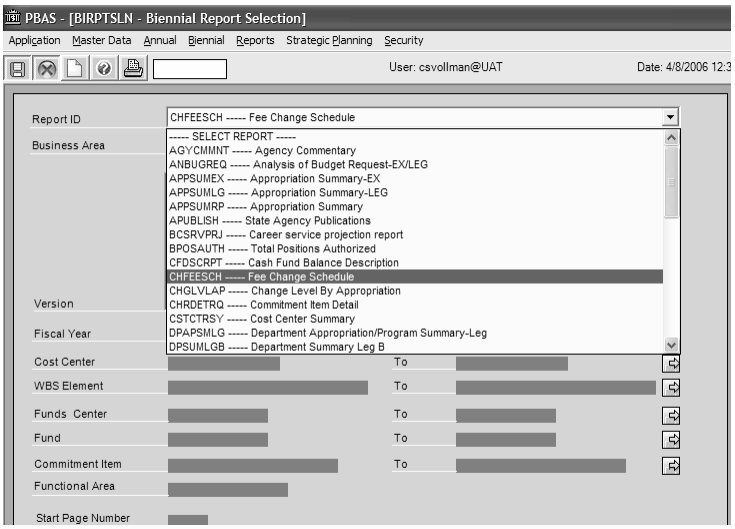
Enter data in all columns of the grid. Click the save icon.



Click Yes to save the changes.

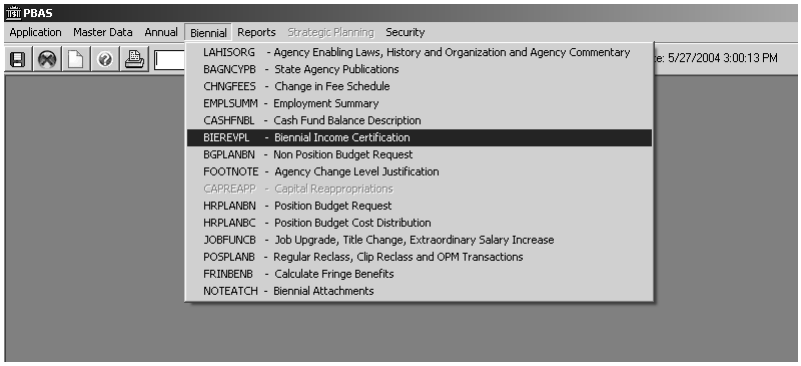


The saved data appears in the grid.

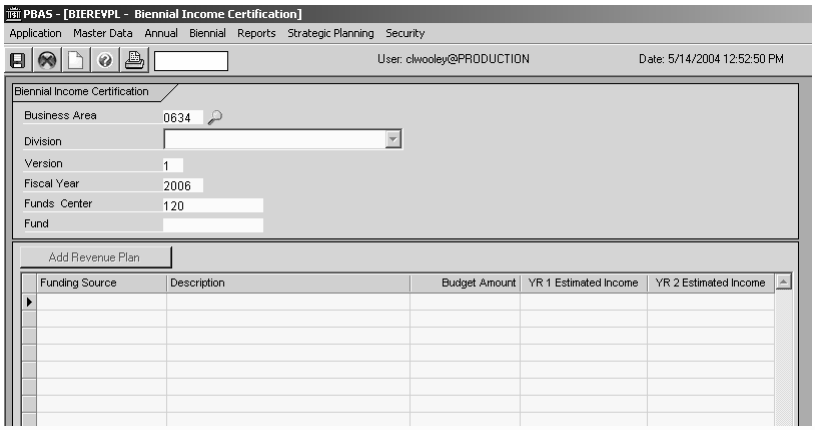


View the document in the CFDSCRPT—Cash Fund Balance Description Report.

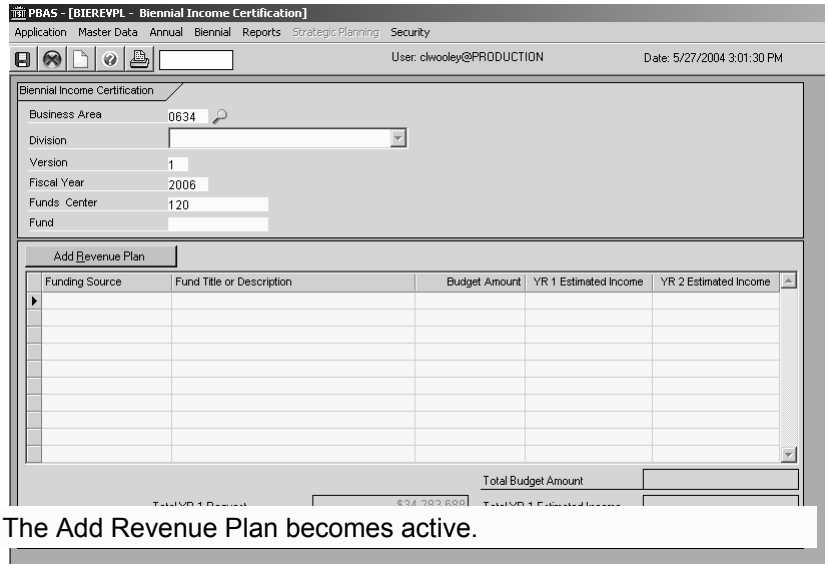
Biennial Income Certification



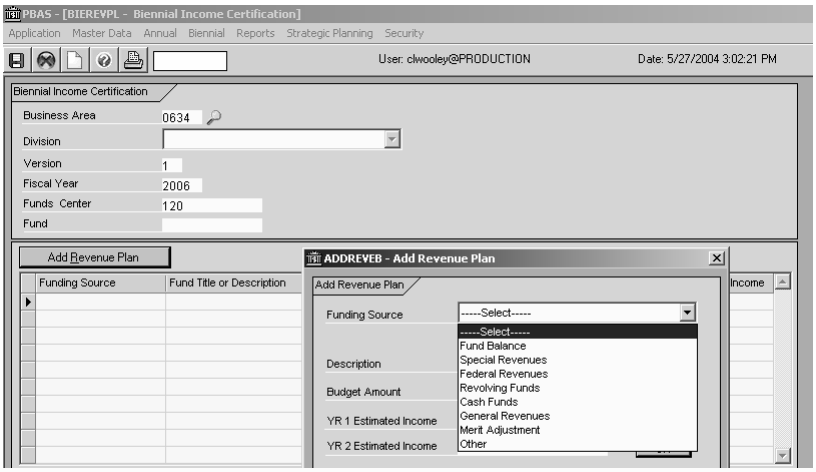
Select Biennial from menu
Click BIEREVPL—Biennial Income Certification



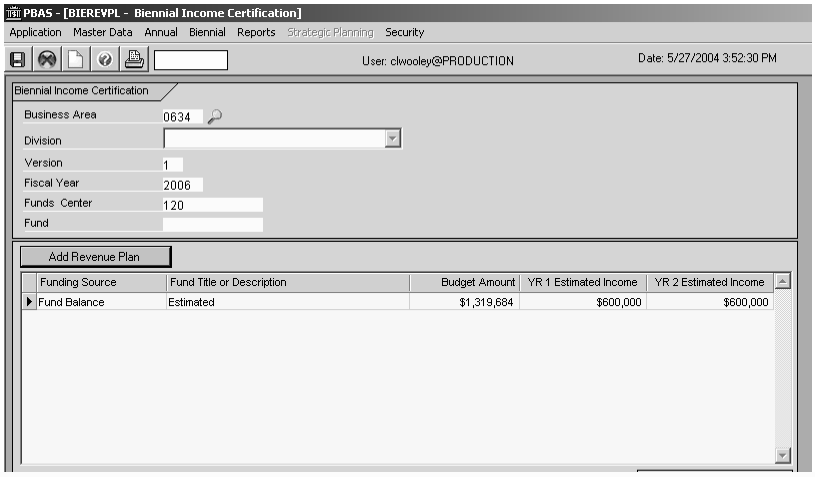
Enter the business area, version and fiscal year 2008. Enter Funds Center. Fund is an optional entry (added for DHS and Education). Most agencies should enter funding at the funds center level as was done for the Annual Operations Plan. Press enter.



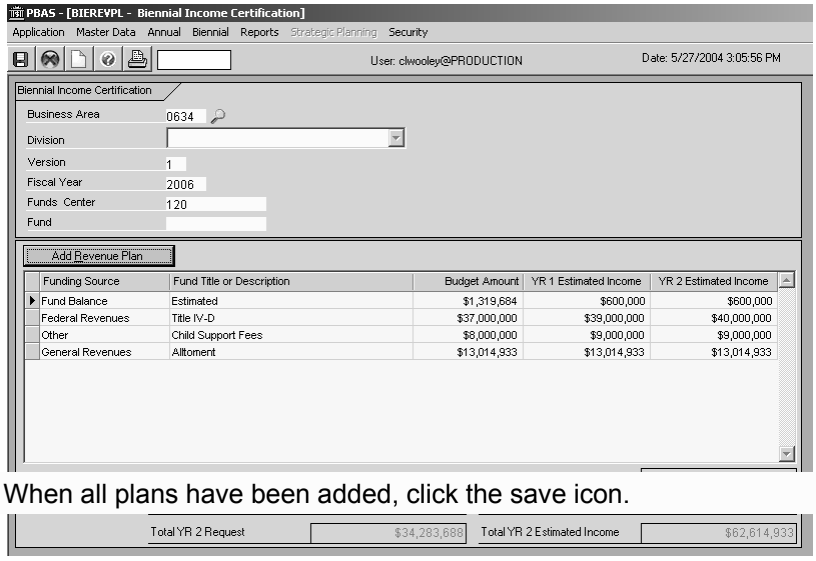
The Add Revenue Plan becomes active.



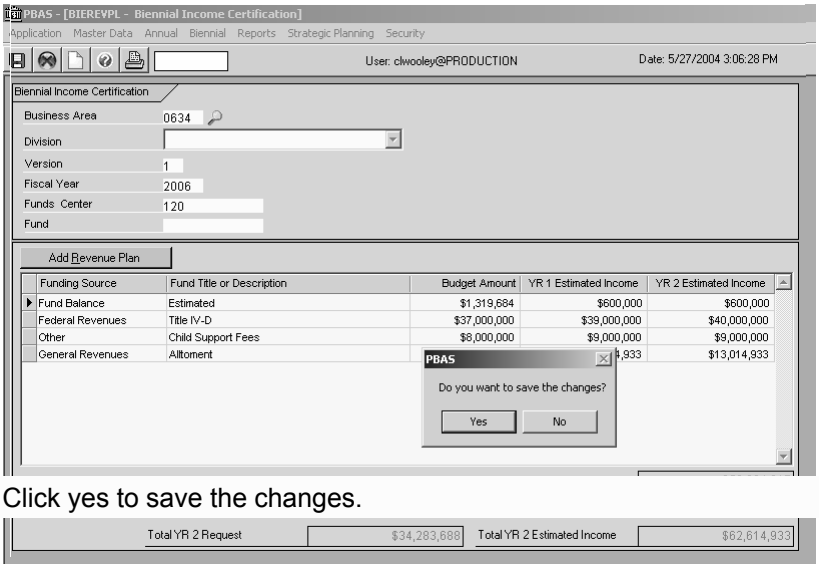
Click the Add Revenue Plan button or press (Alt) R. The Add Revenue Plan box will pop up. Select the funding source needed. All funding sources except fund balance can be used more than once.



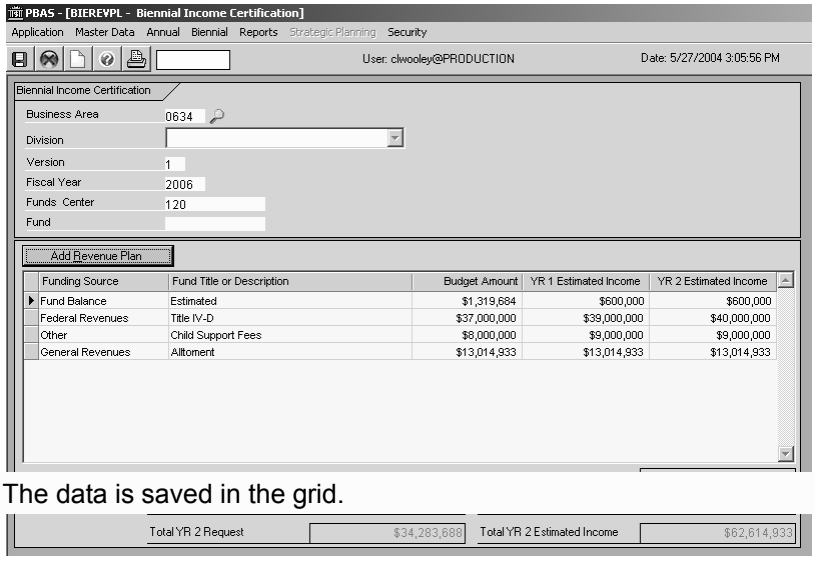
Enter Title or Description, Budget Amount, and Estimated Income for each year of the biennium. Click the Add Revenue Plan button again if more funding sources are needed.



When all plans have been added, click the save icon.

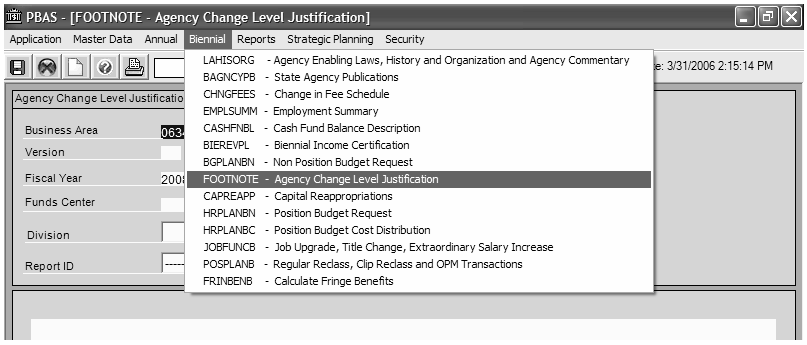


Click yes to save the changes.

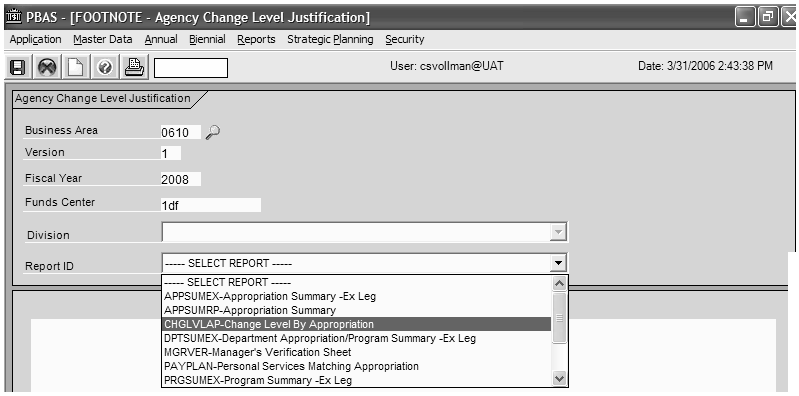


The data is saved in the grid.

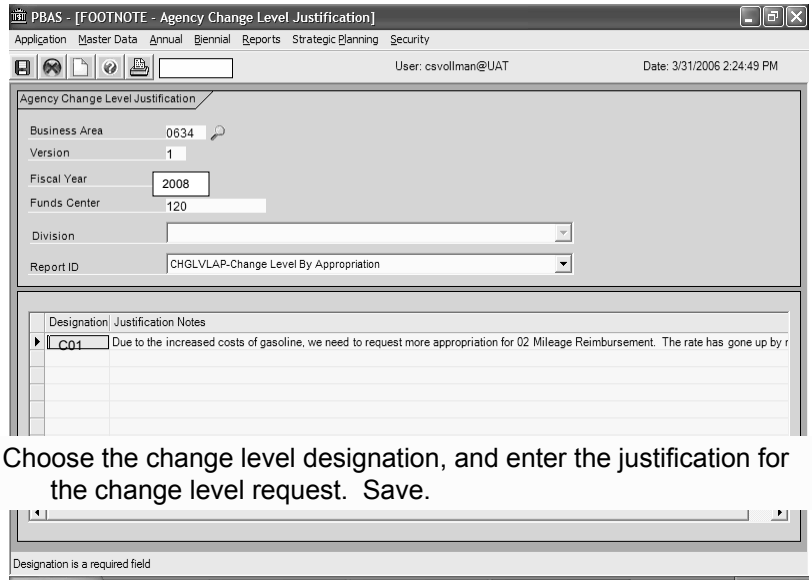
FOOTNOTE – Agency Change Level Justification



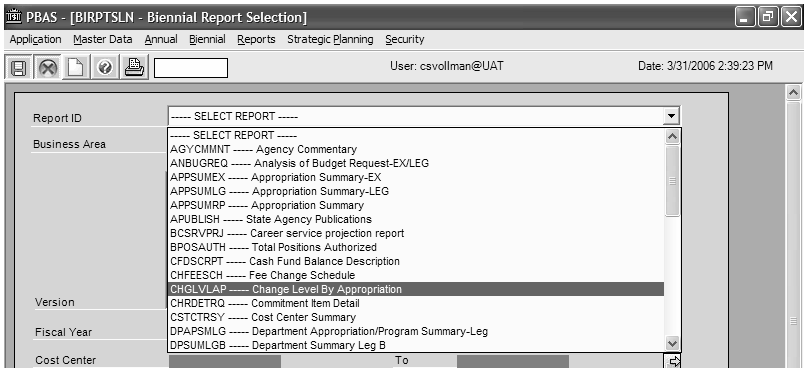
Select Biennial from menu
Click FOOTNOTE – Agency Change Level Justification



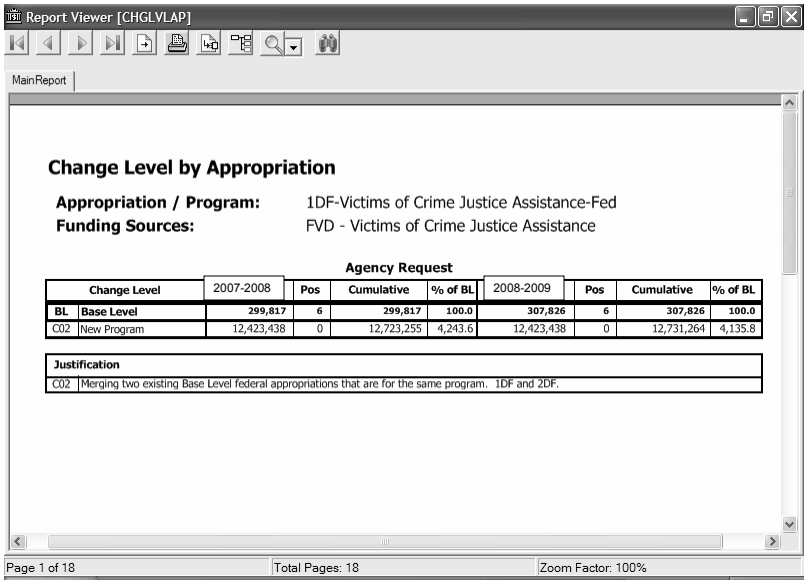
Enter Agency code, Version 1, Fiscal Year 2008 and Funds Center for Change Level Requests. Click the drop down arrow for Report ID and choose CHGLVAP – Change Level by Appropriation.



Choose the change level designation, and enter the justification for the change level request. Save.



You can view the information you entered in CHGLVAP – Change Level By Appropriation.


Report Viewer [CHGLVLAP]
MainReport
Change Level by Appropriation
Appropriation / Program: 1DF-Victims of Crime Justice Assistance-Fed
Funding Sources: FVD - Victims of Crime Justice Assistance
Agency Request
Change Level | 2007-2008 | Pos | Cumulative | % of BL | 2008-2009 | Pos | Cumulative | % of BL
BL Base Level | 299,817 | 6 | 299,817 | 100.0 | 307,826 | 6 | 307,826 | 100.0
C02 New Program | 12,423,438 | 0 | 12,723,255 | 4,243.6 | 12,423,438 | 0 | 12,731,264 | 4,135.8
Justification
C02 Merging two existing Base Level federal appropriations that are for the same program. 1DF and 2DF.
Page 1 of 18
Total Pages: 18
Zoom Factor: 100%

Special Language

- Special Language for the appropriation acts can also be entered through PBAS.
- The information will be copied from the previous appropriation acts. Users with the Approval Role will be able to edit or replace the information.
- The special language entered into PBAS can be viewed in the Special Language Report.